

**STATE OF UTAH
DEPARTMENT OF
CORRECTIONS**



**DIVISION OF INSTITUTIONAL
OPERATIONS**

UTAH STATE PRISON

**INMATE FRIENDS AND FAMILY
ORIENTATION BOOKLET**

UTAH STATE PRISON ORIENTATION FOR INMATES= FRIENDS AND FAMILY

INTRODUCTION

This is an introductory booklet for people who have friends or family members who are sent to Prison by the Courts. Although you have seen movies about Prison life, you will find out that all Prisons are different. You need to know what to expect when dealing with the staff and Administration of the Utah State Prison. You also need to become familiar with what to expect should you decide to come out to the Prison for visiting or any other business. You may also want to know how to keep in touch and maintain ties with inmates while they are incarcerated.

This booklet is written in an easy question and answer format and tries to answer most of the frequently asked questions. This booklet will also start to prepare you in your expectations and give you an understanding of how and why things are done the way they are.

This booklet has thirteen other sections that include general information, the Reception and Orientation unit (R&O), daily routines, inmate classification, telephone and other subjects. This booklet also includes the rules and regulations for visiting so you can read them before visiting Prison sites.

GENERAL INFORMATION

Q. Where do inmates live?

A. Inmates can live in one of the State's two Prison sites, or in one of several County jails that has qualified to house State inmates. Inmates are housed based on their gender, classification and security levels, employment status, and habilitative opportunities, as well as the facilities space availability and management issues. In most cases, inmates are not segregated because of their offense(s).

The two Prison sites are the Utah State Prison in Draper, and the Central Utah Correctional Facility in Gunnison. The Draper complex consists of eight facilities: Lone Peak, Olympus, Oquirrh, Promontory, Special Services Dormitory (SSD), Timpanogos, Wasatch, and Uinta. The Gunnison complex consists of five facilities named Aspen, Birch, Cedar, Dogwood, and Gunnison 1. Most facilities have several housing units. The Inmate Placement Program (IPP) places inmates in the Beaver, Box Elder, Cache(future), Carbon, Daggett, Davis, Duchesne, Garfield, Grand, Kane, Millard, Sanpete, Sevier, San Juan, Summit, Uintah, Wasatch, and Washington county jails.

In addition, a few inmates are placed in out-of-state prisons, Federal Correctional Facilities, and private correctional facilities through the Western Interstate Compact and the Interstate Corrections Compact.

Q. Who is in Charge?

A. The State Prisons are part of the Division of Institutional Operation of the Utah State Department of Corrections. Each complex has a Warden and Facility Deputy Wardens, and the housing unit within the facilities has a Captain and/or a Lieutenant. The complexes have a Watch Commander or Duty Officer on duty 24 hours a day. If calling or writing about a concern, you may be referred to one of these Administrators. Usually your concerns will be referred to the housing unit managers or caseworker.

Q. What do the Caseworkers do for the inmates?

A. Caseworkers may be a contact person between inmates and their families or friends outside of Prison. Caseworkers also aid inmates through some of the processes inside the Prison.

Q. Will I be able to tour the Prison?

A. Unfortunately, for safety and security reasons, the public cannot tour the Prisons. If you are on an inmate=s approved visiting list, you will be able to come onto Prison property to visit the inmate. Each facility has a designated visiting area. In addition, those interested can attend public awareness meetings in which inmates answer questions and talk about prison life. If you would like to attend a meeting, call (801) 576-7065 in Draper or (435) 528-6000 in Gunnison to make arrangements.

Q. How are the Prisons cleaned?

A. The Utah State Prison is cleaned and maintained by inmate labor. Inmates are expected to clean their own personal areas. Inmate crews are paid to clean larger common areas.

Q. What is the food like at the Prison?

A. The meals at the Prison are designed by a dietician to insure that daily nutritional values are met. The meals served are varied and well prepared. Most inmates will receive their meals on a thermo tray delivered to the housing unit. Other inmates may receive their meals in a cafeteria.

Q. What is the training of the officers employed at the Prison?

A. Officers at the Utah State Prison are certified Correctional Officers and have Peace Officer authority. Their training consists of a 13-week Peace Officer Standard and Training course. Officers are required to complete an additional forty hours of training every year throughout their career.

R&O UNIT / OFFENDER MANAGEMENT PLAN

Q. What is the R&O Unit?

A. Inmates are housed in the R&O unit when they first enter the prison system. The purpose of the R&O unit is to intake, orient, and prepare the initial classification assessment and Offender Management Plan (OMP) for all incoming inmates. Inmates are photographed, fingerprinted, and given a Utah State Prison number as part of the identification process. Physical, dental, and eye examinations are conducted, and various tests are administered to detect physical or mental health problems. Inmates receive an orientation handbook that explains the rules of the Prison, the Inmate Code of Conduct, and the different programs that are available. After the inmates' initial assessment, an appropriate housing assignment is found.

Q. What is OMP?

A. OMP is an abbreviation for Offender Management Plan. It is a written plan, developed by the Division of Institutional Operations professional staff and the inmates. It identifies programming and work areas that could help inmates in making necessary change in their life so they do not reoffend. OMP is a program used to track an inmate's programming and work from the time they enter the Prison until they are released. OMP is also used as a driving force to determine the inmate's classification and privilege matrix. OMP is a voluntary program.

Q. How long are inmates in the R&O process?

A. Inmates who are in Prison for the first time are assigned to the R&O unit for an average of 4-8 weeks. Inmates who have returned because of a parole violation may spend an average of 2-6 weeks. Inmates who have been in Prison before and returned because of a new charge may spend an average of 6-8 weeks. After their initial assessment and OMP, inmates will wait for an appropriate housing to become available.

Q. Why does it take so long for a new inmate?

A. Newly committed inmates need to go through an evaluation and assessment process in order to be classified and assigned housing. Information is compiled from the Courts, County jails, and Adult Probation and Parole to complete the assessment.

Q. Why is everything taken away when entering the R&O Unit?

A. To ensure safety and security of the Prison, inmates are allowed only specific items. When inmates enter an R&O unit their property and clothing is taken and inventoried. The property is sent to a Prison's property unit, and held for thirty days to be mailed out, picked up by friends and family or donated to charity.

Q. Where does the inmate go after the R&O Unit?

A. Inmates are transferred to an appropriate facility based upon their classification.

INMATE CLASSIFICATION

Q. How are inmates classified?

- A. Inmates are classified to place them in the proper housing unit and security level in an attempt to provide safety for the community, staff, and other inmates. Inmates are initially classified in the R&O unit. They are reviewed or reassessed for level changes at least once a year, or more often according to their projected release date. There are six levels of classification. Most inmates have a level 3 or 4 classification:

Classification

Maximum-security

Level 1 - Intensive custody

Level 2 - Close custody

Medium security

Level 3 - Inside compound

Level 4 - On property

Minimum-security

Level 5 - Off property

Facilities

Uinta facilities

Highly structured and supervised environment; typically confined to cell 23 hours a day; restrained in the presence of non-inmates.

Typically confined to cell 21 hours a day; must be escorted by an officer when leaving unit. Also are restrained in the presence of non-inmates.

All facilities except Uinta, Lone Peak and Promontory

Must remain inside a perimeter fence.

Must stay on Prison property but may go outside the fence on supervised work details. Need a parole date to reach this level.

Medium security facilities, Lone Peak, and Promontory

May, with approval, leave Prison property (home visits, off-property Utah Correctional Industries (UCI) work detail, etc.)

Officers also classify male inmates based on their personality type, which is determined by a combination of past records (behavior), observation, and the inmate's offense. Three categories are used:

1. **Kappa** - assertive and sometimes aggressive,
2. **Omega** - not usually the aggressor or the victim, and
3. **Sigma** - more passive and easygoing

Inmates are housed on the total of the classification. Inmates with the same personality type are housed together. Kappa and Sigma inmates are not housed together. However, some exception can be made for programming.

Q. What if an inmate disagrees with his/her classification?

- A. Inmates may challenge a classification decision by completing a classification challenge form and submitting it to the Classification Review Officer (CRO). A challenge must be based on one or more of the following: 1) decision was based on insufficient or incorrect information, 2) procedures were not properly followed, or 3) the move to a less-secure classification jeopardizes the inmate's safety or the security. The Classification Review Officer's decision is final.

PRIVILEGE MATRIX / O.M.R.

Q. What is the privilege matrix?

A. The privilege matrix system is a tool whereby inmates can be allowed to demonstrate their ability to govern their behavior in a progressively responsible manner. Privilege levels are progressively more permissive allowing the inmate to have more privileges. The privilege matrix allows for positive reinforcement of manageable inmates by housing unit staff and OMR.

Q. Who reviews the inmate's privileges?

A. Each facility has an Offender Management Review (OMR) team who meet to look at the inmate's Prison accomplishments and/or failures. The inmates and the OMR discuss issues of OMP compliance and noncompliance, education, mental health, prison work, abuse of leisure time, security or management/behavior issues, classification reassessments and privilege levels.

Q. What constitutes a privilege?

A. Privileges include everything from the number of visits and phone calls inmates can have; to how much out-of-cell time or yard time is allowed; to what time they are locked up each night; to how much money they can spend in the commissary; to what type of job they can have; to how they access education, programming, and religious volunteers; to finally, where they eat their meals.

DAILY ROUTINES

Q. What is a typical day for inmates?

A. Most level 3 and 4 inmates wake up between 6 and 7 a.m. Inmates are expected to have their cell clean, and of their personal hygiene taken care of. Inmates are given an opportunity for breakfast and then are expected to go to their work or schooling assignment.

Officers count the inmates between 11:00 a.m. and noon, and the inmates are offered lunch. After lunch, inmates are expected to return to their work or schooling assignment. If inmates do not have a work assignment, they will usually stay in their housing unit.

Officers count the inmates again between 4 and 5 p.m. and then the inmates are offered dinner. In the evening, inmates are either locked in their cell based upon their privilege matrix level or permitted opportunity for leisure, recreation or therapy. The latest the inmates are secured in their cells is 10 p.m.

Q. What can inmates do in their free time for leisure activities?

A. Under specific conditions inmates have access to a variety of leisure time activities such as gymnasium, outdoor recreational yard, library, and rental television.

The Prison's recreation department schedules a variety of recreational games, competitions and tournaments. The recreational department also arranges different hobby craft classes. The Prisons library system is part of the Utah State Library System. Inmates have access to most books that are available to people outside of Prison.

Inmates can lease a portable television from the Prison at nominal cost. These televisions can only be heard on a headset so other inmates are not bothered. Inmates can view movies at specific times and days on their television set.

Q. Where can inmates work?

A. Inmates can work in their housing unit or facility, outside the perimeter fence or off Prison property depending on their classification level. There are clerical, culinary, grounds, janitorial, laundry, maintenance, manufacturing, sewing, and telemarketing jobs available.

Q. What therapeutic opportunities are available?

A. The Prison's programming unit offers many therapeutic opportunities such as Alcoholics Anonymous, Narcotics Anonymous, other substance abuse classes, sex offender therapy, anger management, cognitive reconstructing, art/drawing classes, Bible study, and many other programs. Inmates have the responsibility to participate in therapeutic groups, especially if it is part of their OMP. Their participation is considered by the Prison for classification decisions, and by the Board of Pardons and Parole when determining the inmate=s release date.

Q. What type of religious counseling is available at the Prison?

A. The religious needs of inmates at each facility are addressed through the Volunteer/Chaplaincy services program. There are 5 part-time chaplains who provide ministerial care to the entire Prison community. They encourage inmates to stay in touch with their particular faith by offering pastoral counsel and guidance. Some of the religious groups represented are Episcopal, Presbyterian, Roman Catholic, Southern Baptist; Jew, Church of Jesus Christ of Latter Day Saints, Jehovah's Witnesses, and Native American. Faith group volunteers may serve other groups. Religious and inspirational books are also available to inmates throughout the Prison's library system.

TELEPHONES

Q. How often can an inmate call me?

A. While assigned to the R&O unit an inmate may call once a week either on Saturday or Sunday. After the inmate moves to a different housing unit, it will depend upon the inmate's privilege matrix. In some units an inmate may make a 15-minute call once a day.

Q. Is there a charge for the telephone calls?

A. Yes. Calls made on the inmate housing telephones are collect calls. The charge is placed on your telephone bill. The telephone company regulates this charge. When you answer a telephone call, a recorded message will tell you that the call is coming from the Prison and will ask you if you will accept the charge. The message will explain to you how to accept the charge.

Q. Are the telephone calls monitored?

A. Yes. Calls originating from the Prison are subject to being monitored and recorded. For this reason, inmates are not allowed to have cell phones. When you accept a call, your consent is implied.

Q. How can I get an inmate to call me?

A. The purpose of telephone calls is to supplement written correspondence (writing a letter). The Prison staff does not accept telephone messages for inmates. (In case of emergencies, staff will verify and evaluate the emergency first, before deciding whether to deliver the message.)

Inmates, while on the R&O unit, fill out a telephone request form to have your telephone number approved. The form requests your name, address, telephone number and relationship to the inmate. Your telephone number is cleared through a computer system for the inmate to call you.

Q. Is there a way not to have an inmate call me?

A. You have three options:

1. Have the telephone company put a voluntary block on your telephone line,
2. notify the Prison contractors that you want your telephone number blocked, or
3. do not accept the call.

MAIL / COMMISSARY / PROPERTY

Q. How soon can I start sending an inmate letters?

A. Inmates can start receiving mail as soon as they come to Prison.

Q. How do I address the envelope?

A. The mailing address for an inmate is:

Draper
Inmate's Prison commitment name and
USP number
Housing unit
Utah State Prison
P.O. Box 250
Draper, UT 84020

CUCF
Inmate's Prison commitment name and
USP number
Housing section
CUCF
P. O. Box 550
Gunnison, UT 84634

Q. What happens when inmates move to a different housing unit?

A. The Prison mailroom locates where an inmate has moved and forwards the mail. This means the inmate may be delayed in getting the mail.

Q. Can I send pictures in the mail?

A. Inmates are allowed to have 25 photos in their possession. These pictures cannot be larger than 8x10, Polaroid, or be pornographic in nature. Inmates may be required to send some of the pictures out if they have an excess of the regulated quantity.

Q. Can I send an inmate a birthday or Christmas present through the mail?

A. No. Inmates are not allowed to receive packages in the mail unless prior authorization has been given. Authorization is usually for medical reasons. Books and/or magazines can only be purchased or subscribed to and sent in by the bookstore or publisher.

Q. How can I send inmates money through the mail?

A. Cashier checks and/or money orders can be sent through the mail to:

<u>Draper</u>	<u>CUCF</u>
Utah State Prison	Central Utah Correctional Facility
c/o Inmate Accounts	c/o Inmate Accounts
P.O. Box 250	P.O. Box 550
Draper, UT	Gunnison, UT
84020	84634

The cashier check or money order must contain the inmate's Prison commitment name and USP number. The money instrument must also contain the complete name and address of the sender. The money instrument must be in a separate envelope from other letters or correspondence and include the sender's complete name and address on the return, which must be the same on the cashier check or money order. Personal checks and cash will not be accepted.

Inmates in County jails have a different address to send the cashier check and/or money order.

Q. Can inmates receive greeting cards?

A. Yes. However, multilayered cards are not allowed

Q. How can I drop off money for an inmate?

A. At Draper Site a cashier check or money order can be dropped off at a drop box located at the Prison's Property Unit.

Q. Is there another way for an inmate to get money?

A. The Prison's expectation is that all capable inmates work. Inmates who work are compensated at a rate of at least forty cents per hour. Inmates get paid once a month and need to learn how to budget their money from month to month.

Q. What happens to inmates who don't have money?

A. Inmates who don't have money are considered indigent. The Prison provides the inmate's basic needs of food, clothing, personal hygiene items and mail privileges. The only need for additional money is to purchase limited amenities and commissary.

Q. What is commissary?

A. Commissary is a system through which inmates may purchase additional convenience items that they may be allowed to have. These items include personal hygiene items (different brands of shampoo, soap, etc.), writing materials and food items (candy bars, cookies, crackers, etc.). Inmates are also allowed to order approved clothing and hobby craft items. Inmates can order commissary items once a week.

Q. What if inmates cannot order what they want in Commissary?

A. If the item is not in the commissary, inmates cannot have it. Items available in commissary are the only items allowed on the inmate's property matrix. The Prison provides all necessary items for an inmate who is incarcerated.

Q. What is the inmate property matrix?

A. The property matrix is a list of type and quantity of items that inmates can have in their possession. When officers find inmates who have an excess of an item such as photographs or hobby craft items, the inmates will be required to send them out.

Q. How do I pick up an inmate's property?

A. The inmate must first designate that you can pick up their property. To receive information or to inquire about the availability of an inmate's property please call 576-7951 or 576-7952. The Property Unit's hours are:

Sunday	9:30 a.m. to 5:30 p.m.
Monday	8:00 a.m. to 5:30 p.m.
Tuesday	8:00 a.m. to 5:30 p.m.
Wednesday	8:00 a.m. to 4:00 p.m.
Thursday	8:00 a.m. to 4:00 p.m.
Friday	8:00 a.m. to 4:00 p.m.

Closed Saturday and Holidays

VISITING

Q. Do inmates have the right to visitation?

A. Visitation serves an important role in preserving the relationship between inmates and their families and friends. However, visitation is a privilege, not a right, and is subject to rules, regulations, and procedures (Appendix B). Inmates are not assigned to specific facilities for the convenience of visitation.

Q. How do I get on an inmate's visiting list?

- A. Once the inmate you would like to visit starts the process by applying to have your name placed on his/her visiting list, you will be required to fill out an application. After you have returned your application to the appropriate visiting office, officers will perform a background check on you. If you are approved, your name will be placed on the inmate's visiting list.
- Q. How will I know if I am approved, and when I can visit?**
- A. The inmate will be notified and will let you know that you have been approved and what time to visit. Officers cannot tell you whether you have been approved.
- Q. Are children under 18 allowed to visit inmates?**
- A. Minor children are only allowed to visit inmates when accompanied by their parent, legal guardian, or an immediate family member possessing a notarized statement from the child's parent or legal guardian. You will need to provide copies of birth certificates and/or adoption documentation and/or court documents establishing legal guardianship, and fill out a Declaration of Minor Visitors form prior to visitation. Only minor children who are listed on the form will be allowed to visit.
- Q. How much information does the Prison need to do a background check?**
- A. The visitor application asks for your full name, previous names or aliases, date of birth, and street address, as well as copies of your Social Security card and driver license or state I.D. number. Depending on your specific circumstances, you may need to send your birth certificate, marriage certificate, or divorce decree to verify your relationship to the inmate.
- Q. How long does the process take?**
- A. Usually it takes two to three weeks for approval once the request has been received by the Department of Corrections, however, it may take up to 45 days.
- Q. What can I do if my visit request has been denied?**
- A. You can appeal to the Warden in writing. The Warden's decision is final.
- | | |
|-------------------|------------------------------------|
| Warden | Warden |
| Utah State Prison | Central Utah Correctional Facility |
| P.O. Box 250 | P. O. Box 550 |
| Draper, UT 84020 | Gunnison, UT 84634 |
- Q. If I have been on an inmate's visiting list in the past, do I have to reapply?**
- A. Each time inmates enter the R&O unit, they will be asked to update their visiting list. Parole violators need to resubmit visiting applications. All visiting files are reviewed and updated every year. If you have voluntarily taken your name off an inmate's visiting list, you must wait for three months before you can reapply.

Q. How do I find out the visiting schedule?

A. Different facilities have different visiting schedules. Visiting days for most facilities are Friday through Tuesday. Inmates can tell you when you can come out to visit. You may also call the facility where the inmate is housed to verify the schedule, which is rotated monthly. An inmate's classification determines how long they can visit.

Draper site: Lone Peak - 576-8200, Oquirrh - 576-7178, Timpanogos - 576-7800, Wasatch - 576-7014, Uinta - 576-7300 Web address is www.corrections.utah.gov. Click on "Institutional Safety" then click on "Visiting" to see the schedule online.

Gunnison site: All housing units - (435) 528-6500

Q. Is there a dress code?

A. Yes. The complete dress code has been included in Appendix C.

Q. Will I be searched when I go in to or out of the Prison?

A. As a condition of entering a secured facility, all staff, visitors, and business contractors coming onto Prison property are subject to a search and inspection of their vehicles and property by officers or canine units. If you do not give consent to a search of your property, you will be denied entry and/or required to leave Prison property.

Officers search vehicles and property to ensure everyone's safety and to look for items that are not allowed into the Prison. Some items such as tobacco and pepper spray, which are not illegal, are considered contraband inside the Prison. Some other items not allowed on Prison property include, but are not limited to, alcohol, explosive items, poisons, weapons, and controlled substances. Any visitor who brings controlled substances onto Prison property and attempts to give them to an inmate may be charged with a felony.

When leaving Prison property, all vehicles are searched again. An officer will ask you to open the trunk of your car for a visual inspection.

Q. What will happen the first time I visit an inmate?

A. During your first visit you will be given a set of rules and regulations to read prior to visiting. You will also be asked to sign a visitor consent form indicating that you have read and understand the rules and regulations.

Q. What can I bring to a visit?

A. Visitors are not permitted to bring items of any kind to inmates. Visitors may bring up to \$10 cash (change is recommended) to purchase soft drinks for consumption during the visit. Visitors with infants or small children may bring one transparent bottle and two diapers. The facilities are tobacco free. Visitors are not permitted to bring cigarettes, cigarette lighters, matches, or any tobacco products into the facilities.

When coming on Prison property, you will be asked to provide identification, either a driver license or a State ID card, and to show the identification at several checkpoints while on Prison property. You need to leave your purses and coats in your car. Prior to visiting, you will be asked to walk through a metal detector.

- Q. What are the reasons I would not be able to visit with an inmate?**
- A. You will be turned away from visiting for any of the following reasons:
1. you are not on an approved visiting list;
 2. you are visiting at the wrong time;
 3. you are not within dress standards;
 4. the inmate is locked down;
 5. the facility is locked down;
 6. you have violated a rule during a previous visit;
 7. you have litigation pending;
 8. you have an extensive criminal history;
 9. you are a crime partner or victim of the inmate;
 10. you are a former employee, volunteer, contractor, or student intern;
 11. you are under the influence of an illegal substance or intoxicated; or
 12. the inmate is in the R&O unit.

HEALTH CARE

- Q. How soon are inmates seen by the medical department?**
- A. Each inmate is given a medical screening the first day they come to Prison. While in the R&O unit, inmates are given a complete physical examination by qualified staff member from the clinical bureau.
- Q. What can inmates do if they become depressed while in Prison?**
- A. Depression and/or anxiety is common in Prison. Inmates, who feel they are suffering from depression, or are having anxiety attacks, can fill out a health request. Also, through an officer, caseworker, or health care worker request to have a mental health clinician see them.
- Q. What happens to an inmate who has a physical disability?**
- A. The Prison is mandated to comply with the Americans with Disabilities Act (ADA) standards. The Prison has developed inmate disability policies through which they can be considered under the ADA.
- Q. How do inmates get their medication?**
- A. Depending on the type of prescribed medication, an inmate may get a blister pack that contains medication for a certain time period that he/she can self-administer, or if the medications need to be more carefully monitored, inmates may attend pill line, which is held twice each day.

Q. How can inmates see a doctor?

A. Inmates who want to be seen by a doctor can fill out a sick call request form requesting an appointment. Sick call request forms are picked up every day and are evaluated by medical staff to determine which level of medical care is appropriate. The Prison usually schedules two sick calls a week for each housing facility. In case of emergencies, Prison staff have been trained to evaluate medical emergency situations and to then notify medical staff for appropriate medical care and follow up.

Q. What other medical care is available at the Prison?

A. Inmates can receive dental care, eye care and mental health care while they are incarcerated.

Q. What happens if the Prison's medical unit cannot care for an inmate?

A. The Prison's Clinical Bureau has a contract with University of Utah Hospital for the treatment of seriously ill inmates who cannot be appropriately cared for at the Prison infirmary.

GRIEVANCE / DISCIPLINARY

Q. How does an inmate file a complaint?

A. An inmate may file a complaint through the Prison's grievance process. This process allows the inmate to make an allegation of personal injury, loss or harm caused by the application or omission of a policy or practice by a staff member, inmate action, or incident.

Administration's intent is to resolve grievances at the lowest possible Administrative level. Inmates cannot grieve parole procedures or decisions, disciplinary decisions, or classification decisions. There are other methods to challenge or appeal these decisions.

Q. What happens to an inmate who causes problems at the Prison?

A. Discipline and classification procedures are maintained to reasonably ensure the safety of inmates, staff and visitors/public. An inmate's expected conduct is spelled out in a document called the Inmate Code of Conduct. This "Code" is a list of do's and don'ts for the inmates while incarcerated. When inmates violate this code of conduct, an officer may issue a violation report or a disciplinary report. A hearing is conducted by an independent Inmate Disciplinary Hearing Officer (IDHO) who, while providing the inmate due process, hears the allegation and decides whether the inmate is guilty or not. If the decision is guilty, the Inmate IDHO will dispense an appropriate sanction.

Sanctions may include a verbal reprimand, fines/restitution, additional cell confinement or privilege restrictions. Inmates who have excessive disciplinaries may have their classification level and/or privilege matrix lowered.

Another option is for the officer to make a referral to the inmate's OMR team to review the inmate's behavior.

BOARD OF PARDONS

Web address: www.bop.utah.gov.

Q. How do inmates get out of Prison?

A. When inmates come to Prison, they can only be released through a court order, a Board of Pardons' decision or by completing their entire sentence (expiration of sentence).

The Board of Pardons decides how much time inmates will serve within their indeterminate sentence. Most inmates are released through the Board of Pardons. The Board of Pardons can release inmates on parole or terminate their sentence.

Q. What is an indeterminate sentence?

A. In Utah when an inmate is sentenced to Prison by the court system, the inmates are given a range of time for them to be in Prison and under the jurisdiction of the Department of Corrections. The Board of Pardons decides within that range of time how much time an inmate will be in Prison and out on parole. The Board of Pardons also decides if an offender on parole should return to Prison.

Q. Who is the Board of Pardons?

A. The Board of Pardons and Parole is the releasing agency for the State of Utah. The Board of Pardons decides if and when inmates should be paroled and the conditions of their parole. The Governor appoints the Board members. There are five full-time members and five pro tempore members. The Board of Pardons is a separate organization from the Department of Corrections.

Q. How soon does an inmate meet with the Board of Pardons?

A. Inmates sentenced on a third degree felony (0 to 5 years) usually meet with the Board of Pardons three to four months after entering Prison. Inmates sentenced on a second degree felony (1 to 15 years) usually meet with the Board of Pardons nine months after entering Prison. Inmates sentenced on a first degree felony (5 years to life) usually meet with the Board of Pardons after three years into the sentence. Those convicted of a sex offense, or a second degree felony where a life was taken are routed to the Board of Pardons as soon as practical for determining the month and year for their original hearing.

Q. How much time do inmates usually serve?

A. Inmate's cases are reviewed as an individual matter. The Board of Pardons will review much information about the inmate. This information includes: the inmate's crime and previous criminal history, educational level, social level, institutional history and adjustment, work history, potential to re-offend, etc. The Board of Pardons will review letters from therapists, friend, family, the prosecutor, the judge and victim(s). The Board of Pardons takes everything into consideration regarding an inmate.

The Board's goal in setting parole dates is:

1. To set an appropriate punishment for the crime;
2. To protect the public; and
3. To encourage habilitative efforts when possible.

A matrix has been designed to assist the Department of Corrections in making a recommendation to the Board of Pardons. The Board does not necessarily need to follow the recommendation. The Board of Pardons' decision is final.

Q. Can I attend a Board of Pardon's hearing?

A. Yes. Board of Pardons hearings are public. This means that anyone who is allowed on Prison property can attend hearings including the news media.

Q. Can I have a visit with the inmate after a Board of Pardon's hearing?

A. Under specific circumstances special visits may be arranged in advance. If the arrangements are not approved in advance, you cannot visit.

Q. How do I learn more about the Board of Pardons?

A. For more information contact the Board of Pardons at 261-6464 or write:

Board of Pardons
448 East 6400 South
Murray, UT 84107

Web address: www.bop.utah.gov.

INMATE PLACEMENT PROGRAM(IPP)

Q. What is the Inmate Placement Program?

A. Because of the limited bed space at the Prisons, the Department of Corrections has contracted with County jails to house State inmates. Currently about 1200 State inmates are housed in County jails throughout the State.

The inmate placement program also houses a limited number of inmates in other State facilities, private correctional facilities, and Federal correctional facilities.

Q. Whose rules do the inmates in the inmate placement program follow?

A. Inmates are subject to the policies and procedures, telephone, commissary, visiting privileges; grievance, and disciplinary processes of the contract facility where they are housed.

Q. Who do the inmates talk to if they have a problem?

A. Inmates should discuss their day-to-day problems concerning incarceration with Administrators of the contract facility.

IPP coordinators are at the county jails at least once every two weeks to meet with inmates who have issues with the Department of Corrections. Inmates must complete a request form to set up an appointment.

Q. If an inmate is a citizen of another country can they serve their Prison time there?

A. According to State and Federal law an inmate can apply to serve his Prison time in his/her native country. However, there are restrictions, the process is lengthy and the requested country must belong to the treaty convention before an application can be made. The inmate may obtain an application from his/her caseworker.

Inmates who are housed out of Utah should send a letter expressing their concerns to
Inmate Placement Program
14717 S. Minuteman Drive
Draper, UT 84020

CONCLUSION

Q. Who can I talk to if I have questions that were not addressed?

A. You can call the Department of Corrections Constituent Services Office at (801) 545-5516.

We hope that this guidebook is useful for you and has answered any questions that you have about the Prison system. We hope that this guide will also show you what happens to an inmate while in Prison.

Prepared by Russ Andrus and Heather Nelson.

Modified and updated by Russ Armstrong, Captain R&O Unit and Lael Askew Uinta Facility Officer Manager. Oct 2003

APPENDIX A - County Jail Addresses and Telephone Numbers

Beaver County Jail P.O. Box 391 2160 South 600 West Beaver, UT 84713 (435) 438-6430	Moab, UT 84532 (435) 259-8115	Washington County Jail 750 South 5400 West Hurricane, UT 84737 (435)-656-6600
Box Elder County Jail P.O. Box 888 50 South 1000 West Brigham City, UT 84302 (435) 734-3838	Kane County Jail 76 North Main Kanab, UT 84741 (435) 644-2349	Weber County Jail 721 West 12 th Street Ogden, UT 84401 (801) 778-6707
Cache County Jail 50 West 200 North Logan, UT 84321 (435) 752-0060	Millard County Jail 765 So Highway 99 Fillmore, UT 84631 (435) 743-5302	
Carbon County Jail 240 West Main Price, UT 84501 (435) 637-1621	San Juan County Jail P.O. Box 788 297 South Main Monticello, UT 84535 (435) 587-2237	
Daggett County Jail P.O. Box 432 Highway 43, 3 miles west of Manila Manila, UT 84046 (435) 784-3255	Sanpete County Jail 160 No Main Street Manti, UT 84642 (435) 835-2195	
Davis County Jail P.O. Box 130 800 West State Street Farmington, UT 84025 (801) 451-4299	Sevier County Jail 835 East 300 North Suite 300 Richfield, UT 84701 (435) 896-2660	
Duchesne County Jail P.O. Box 985 21554 West 9000 South Duchesne, UT 84021 (435) 738-0190	Summit County Jail 6300 No. Silver Creek Dr. 5 Park City, UT 84098 (435) 615-3723	
Garfield County Jail P.O. Box 370 45 South Main Panguitch, UT 84759 (435) 676-2678	Tooele County Jail 47 South Main Tooele, UT 84074 (435) 882-5600	
Grand County Jail 125 East Center	Uintah County Jail Courthouse 204 East 100 North Vernal, UT 84078 (435) 781-5424	
	Wasatch County Jail 1361 So Highway 40 Heber City, UT 84032 (435) 657-1619	

APPENDIX B - Visitor Rules and Regulations

General Visitor Rules

VISITOR RULES AND REGULATIONS

FDr04/10.06

The below list of rules are taken directly from FDr04: Visiting Procedures. The Visitor has the responsibility to read the visiting policy and procedures, which shall be made available to them for review, upon request.

Visiting Regulations:

- Visitation is a privilege, not a right, afforded to inmates/visitors at the Utah State Prison.
- Visitors shall comply with all USP rules, policies and procedures.
- Visitors are subject to search of their person, personal belongings, or vehicle upon entering the USP, or entering the visiting area. Visitation may be denied for failure to submit to such search request.
- Illegal and nuisance contraband is strictly prohibited and appropriate action shall be taken.
- Falsification of any visiting forms should result in a visiting suspension.
- Visitors who have questions regarding the rules, regulations and procedures are responsible to ask the staff in visiting questions in order to thoroughly understand them.
- Visitors not in compliance with visiting rules shall be warned and/or required to leave the visiting area.
- Visiting rules apply without exception to all facilities at the Utah State Prison. In addition, due to the security problems unique to maximum-security facilities, further and more specific visiting procedures apply in those areas.
- All adult visitors shall submit a renewal form annually. If it has been identified by the staff in visiting that a visitor has exceeded the 12 months without submitting a renewal form, the visiting staff shall notify the inmate or visitor. If staff in visiting have not received a renewal form within 30 days, they shall remove the visitor from the inmate's visiting list.
- All minor visitors will be automatically removed from an inmates visiting list, without notification, on the minor's 18th birthday. It is the responsibility of the visitor or inmate to submit an adult application for the minor, prior to the minor's 18th birthday.

General Visitor Rules:

- Visitors should have access to only those areas specifically designated as visiting areas.
- Visitors and Inmates should remain seated during their visit at all times, and they should remain three feet or more from any wall or door in the visiting area.
- The Inmate and Visitor shall conduct themselves in a quiet, responsible manner.
- Visitors shall leave promptly when the visit is over.
- Visitors shall not be permitted to leave and re-enter the visiting area during a visit.
- Visitors' restroom facilities shall be off-limits to inmates.
- Visitors are not permitted access to inmate restroom facilities.
- Children shall not be allowed to use restrooms without supervision by the visiting parent or other approved adult.
- Any visitor found in possession of nuisance or illegal contraband may have his visiting privileges suspended, restricted or revoked and his name removed from the inmate's visiting list pending a review. Visitors with Illegal contraband shall be referred to the Shift Commander and Investigations, for criminal prosecution.
- Visitors with babies shall bring no more than one clear plastic baby bottle and no more than two diapers into the visiting area.
- Sanitation problems caused by children shall be taken care of immediately by the visitor.
- Tobacco products, matches, and lighters are prohibited in the visiting areas.
- Food items (gum, candy etc.) from outside the Prison shall not be allowed.
- Visitors shall not be permitted to bring pets or other animals onto Prison property. Seeing-eye dogs are permitted.
- Visitors shall not be permitted to bring cameras or audio/video recording devices, cell phones or pagers into the visiting area.
- Visitors shall visit with only the inmate they are approved to visit; inmates and visitors shall not visit with other visitors or other inmates during their visiting time.
- Those visitors who have approval to be on more than one inmate's visiting list, shall only visit with one inmate per visiting session. The Warden/designee shall make exceptions in writing, on a case-by-case basis.

Visitor Conduct:

- Sexual conduct between inmates and visitors such as petting, fondling, prolonged kissing or bodily contact is prohibited.
- Any visitor/inmate who displays inappropriate or abusive behavior, foul and abusive language, or refuses to comply with USP rules, policies or procedures, shall be denied entry into the visiting room or, if already in the visiting room, shall be required to leave the visiting area immediately.
- Any visitor who exhibits characteristics that would indicate that they might be under the influence of drugs or intoxicants shall be detained and the matter referred to the Shift Commander and Investigations.
- Inmates and the escorting adult visitor are responsible for the behavior of visiting children.

Visitor Dress Standard:

- All attire must be conservative and conducive a family atmosphere.
- All visitors shall adhere to the following visitor dress standard:
 - visitors must be fully clothed.
 - visitors must wear shoes or sandals.
 - shorts, culottes, dresses and/or skirts, including slits in the garments, shall cover the kneecap when standing.
 - buttons and zippers must remain fastened.
 - adults and physically mature minor female visitors must wear a bra and undergarments.
- All visitors must clear the metal detector. Visitors with medically implanted devices, which trigger the metal detector, must indicate its specific location in the body. These visitors should provide a medical card for the implanted device(s). These visitors may be asked to submit to a clothed pat search prior to the beginning of each visit.
- Personal property such as purses, wallets, paper money, coats, sweaters (used as an outer garment), blankets, writing paper, writing instruments, pictures, letters, etc. are not permitted in the visiting area.
- Coins for approved vending machines should be contained in a clear plastic coin purse or clear zip lock bag.
- Visitors may not be permitted to bring in more than two keys (vehicle keys only). The keys should be on a small key ring.
- The Department shall not be responsible for the loss of personal items brought on USP property.

Processing Visitors Entering Visiting Area:

- Visitors 16 years of age and older shall present positive photographic identification prior to being permitted to visit.
- Visitors shall be screened with a metal detector, and must clear the metal detector, prior to visiting.
- Visitors may be subject to a search (i.e. ionizer, property, vehicle search) prior to entering the Prison and/or visiting area. Visitation may be denied for failure to submit to such search request. Visitors may refuse or stop a search at any time, but shall immediately leave the Prison, and shall not be allowed to visit. Strip searches shall only be conducted under exigent circumstances and with prior approval from the Director of Institutional Operations/designee.
- Visitor access should not be permitted during any scheduled visiting session if less than 30 minutes remain in the visiting session.
- A maximum number of ten visitors, including minors, will be allowed to visit an inmate per visiting session.

General Visiting Times and Duration:

- Visiting times shall be scheduled by the affected facility, and shall be posted in advance.
- Visits shall not exceed two hours per visit per day.
- Level I, and Level II inmates shall not exceed one and one-half hours per visit. Exceptions shall be evaluated on a case-by-case basis.
- The Inmate's Privilege Matrix Level shall determine the number of visits allowed per week/month.
- An inmate shall not exceed more than three visiting sessions per specified week, and only one visit per day.

Level I and Level II Inmate Visiting:

- All other rules and regulations apply to Level I, and Level II Inmate visiting.
- All visits shall be barrier visits.
- Inmates and visitors shall remain seated on the chairs/benches provided during visits.
- Additional rules unique for the Uinta facility include:
 - Visitors shall present themselves to the VDS (Vehicle Direction Station) officer for clearance to Uinta.
 - The VDS officer shall notify Uinta Administration Control and obtain clearance for the visitor to proceed to the Uinta gate entrance on the quarter hour.
 - All persons entering Uinta shall provide picture identification before access is allowed.
 - Visitors may lock personal items in the lockers provided. The visitor shall provide his own lock. Lockers found locked after visiting hours shall have the locks cut and the contents inspected, removed, logged and placed in evidence, and an incident report shall be filed.

APPENDIX C - Visiting Dress Code

The following types of clothing shall **not** be allowed:

1. Any clothing, which resembles inmate issued clothing.
2. Forest green color or camouflage-patterned items, (military type clothing or military fatigues).
3. Transparent, sheer clothing.
4. Shorts culottes and dresses, including slits in the garments, which expose the knee when standing.
5. Open weave sweaters or blouses (i.e. lace).
6. Medical clothing (i.e. scrubs).
7. Strapless, tube tops, halter, low cut/backless, spaghetti straps or tops that expose the midriff; sleeveless tops/dresses, tank tops that expose the chest, shoulder and back. Wrap-around dresses/shirts.
8. Layered clothing.
9. Attire displaying obscene/offensive, derogatory language or drawings.
10. Attire displaying gang association/gang related depiction.
11. Hats, hoods, caps, shawls, or scarves.
12. Children under the age of ten may wear shorts and/or sleeveless shirts.
13. No underwire bras.

The following items are not allowed in the visiting areas:

1. Purses, wallets, or any legal tender (paper money, etc.).
2. No contraband is allowed to enter the visiting room. Contraband is defined as follows: Escape materials, burglary tools, unauthorized drugs, intoxicants, unauthorized chemicals, weapons, explosives, or any item determined by the institution to be of such a serious nature or in such a quantity so as to pose a threat to personal or institutional safety and security or undermine authority and/or destroy rehabilitative goals.
3. Hats, caps, or other headwear (headbands, scarves, etc)
4. Cigarettes, cigarette lighters, gum, candy, drugs or other food (medication, in which a life threatening situation exists, may be taken in by an officer)
5. Pictures, letters, or any property (checks or such items that need only a signature from the inmate may be taken in by an officer)

NOTE: Please do not bring any of the above items into the institution, as the officers in visiting are not responsible for any items.

APPENDIX D - Sample Visitor's Consent Form

I, _____, am an approved visitor for inmate
Visitor=s Name (please print)

_____. I received a copy of the visiting procedures on
Inmate=s Name (please print)

_____. I have read and understand the visiting procedures I have been issued and
Date shall comply with all present and future rules, policies, and procedures.

YOU ARE REQUIRED TO ANSWER THE FOLLOWING QUESTIONS:

1. Are you a current employee of the Department of Corrections? Yes____ No____
2. Are you an ex-employee of the Department of Corrections? Yes____ No____
3. Are you currently a volunteer, contractor, or (student) intern for the Department of Corrections? Yes____ No____
4. Are you an ex-volunteer, contractor, or (student) intern for the Department of Corrections? Yes____ No____
5. Are you currently visiting another inmate? Yes____ No____

If yes, please list their names: _____

-
6. Are you a victim of the inmate you are approved to visit? Yes____ No____
 7. Are any of the minor children which you may escort to visiting a victim of the inmate you wish to visit? Yes____ No____

FALSIFICATION OF ANY INFORMATION SHALL BE GROUNDS FOR DENIAL!

Visitor's Signature

Witnessing Officer's Signature

Date